

Lone Working Policy

This lone working policy has been written to ensure the safety of all staff and children at Braunston Preschool CIO throughout the day when possible times could occur when someone is left working alone.

Lone working is not something at Braunston Preschool CIO we want to promote but it needs to be addressed and a policy and procedure put in place in case it does have occur.

Lone working may occur when a team member takes a break (toilet, lunch, coffee) when in the nappy changing area or toileting are helping a child, when taking care of an unwell or unsettled child in a quiet area, when administering first aid, or if numbers are so low only one team member is needed for ratios.

For a team member to lone work the management must ensure that they are level 3 or above qualified, that in the managers view they are capable and skilled enough to lone work and deal with procedures such as allergies and fire evacuation. They must ensure that they have a way of contacting other team members in case of an emergency (for example a phone) and that they are abiding by the correct legal ratios.

While lone working team members must make sure they report any concerns about working alone to the management team, they must have access to a phone if they require any help and they must have completed a risk assessment before lone working to ensure any risks are eliminated.

Public liability insurance for lone working will be sought where applicable.



FOREST SCHOOL